

## **Catawba County Emergency Medical Services Health Insurance Portability and Accountability Act Policy and Procedure**

### Minimum Necessary Requirements

- Each employee shall be granted access to the Catawba County ACR recording system. Those employees will be granted access to certain PHI based on their function within Catawba County EMS.
  - Field personnel entering information documenting an ambulance call shall be granted the access needed to complete this task, edit their information, and view that information. This shall be the case within 24 hours after initiating data entry.
  - Chief Trainers and Field Training officers shall be granted access to PHI for the use of quality assurance and investigation as well as for those reasons listed for field personnel. This shall be the case within one month after initiating data entry.
  - Shift Supervisors, EMS administration, BLS office and crew chiefs acting as the on duty shift supervisor will be granted access to PHI for the use of investigation of a complaint, billing questions from the billing office, and other health care operations. Access will also be granted for the reasons listed for field personnel and chief trainers and field training officers.
  - Other access may be granted as needed when deemed necessary by the administration of Catawba County EMS.
- All PHI will be maintained by the Catawba County PCR system. The BLS coordinator will maintain hard copies of signature forms at the EMS offices in Newton.
- All employees of Catawba County EMS will be required to attend an inservice to inform them of Catawba County EMS policies relating to HIPAA compliance.